

POSITION GUIDE  
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA: Exempt

TITLE: Hotel Comptroller

PAY PLAN/SERIES/LEVEL - NF-0505-4

MAJOR DUTY DESCRIPTION:

Performs financial management duties for a lodging property having in excess of 600 rooms by managing the administration of financial data produced on a daily basis. Oversees the development of systems for recording, classifying, and summarizing various financial information. Monitors and reports on internal controls, work processes, and audits. Prepares forecasts. Coordinates the budget requests and analyzes the results of operations. Provides guidance, direction, and recommends changes to the general manager on improving the financial conditions of the activity. Prepares briefings and studies as required.

Supervises assigned staff.

QUALIFICATION REQUIREMENTS:

Experience that demonstrates the ability to perform the duties described above using the theories, principles, practices, and techniques of generally Accepted Accounting Principles (GAAP). Desired candidates will possess a bachelor's degree with a major in a business discipline.

A National Agency Check is required.

CONDITIONS OF EMPLOYMENT:

Completion of a satisfactory National Agency Check.